

a church
NEAR YOU | THE CHURCH
OF ENGLAND

Find an event happening right now, near you.

Enter my current location

Start typing the place you're looking for, and select the correct option from the drop down list. By default, the list will try to use your current location.

How to use A Church Near You as your church's free website

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Benefits of using the site

Free

No developer or admin fees

Mobile friendly

Google prioritises mobile friendly sites

Secure

We handle site security and access

Support

Help articles 24/7, contact us Mon-Fri, training

Future safe

Continuous development

Reach

The Church of England drives the public to the site

Benefits of using the site

70 million

Pages viewed last year

5

Average page views per session

Sunday

Busiest day of the week on the site

80%

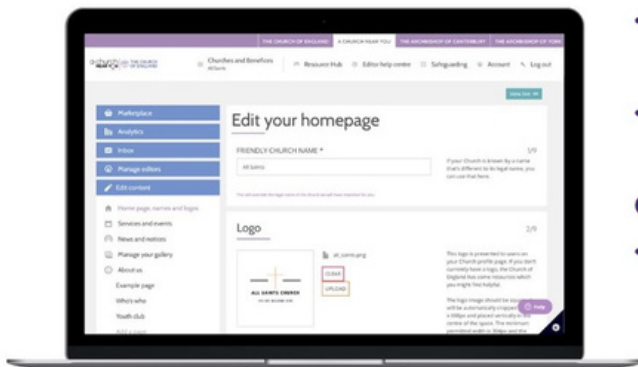
Visitors on the site are **there for the first time**

40%

Have had **visitors** from ACNY

Source: Site views last 365 days prior to Jan 25 2022, Editor survey May 2021

New editor view



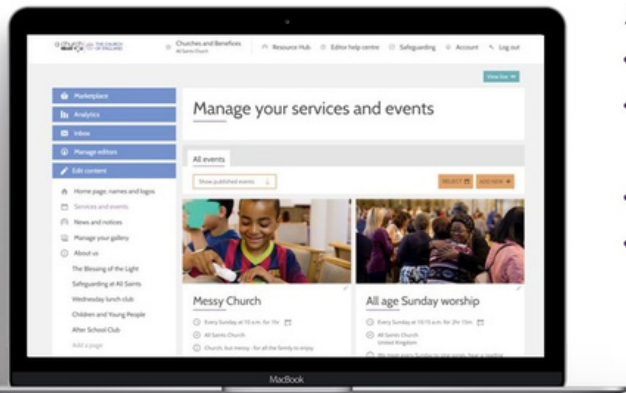
- Separate editor view for editing the site
 - Accessed by clicking the single '**edit page**' button on your church's menu.
- Or
- Click **churches and benefices** then the **cog** beside the name of the church you want to edit

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Add services and events



Services and events

- Click **Add New** to create an event
- Click on the **pencil** beside an existing event to edit
- Fill in the event details
- Copy an event to another church by scrolling to the bottom of the editable event and selecting **copy**

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Link to your online services

Optional details

6/7

WEB LINK

Please make sure you include "http://www" when pasting the link.

LIVE STREAM URL

Services and events

- Click **Add New** to create an event
- Click on the **pencil** beside an existing event to edit
- Fill in the event details
- Scroll down to section 6 and paste the link to the pre-recorded or live video



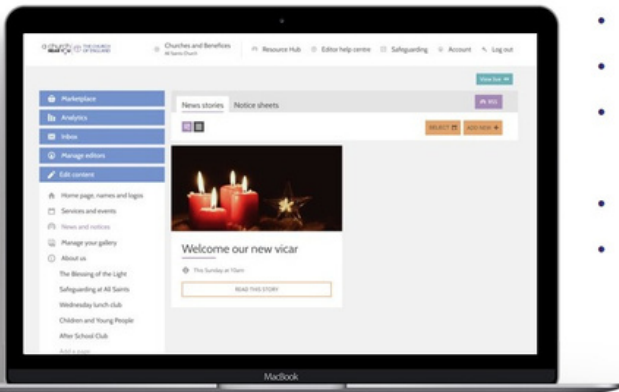
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Create news stories and notice sheets



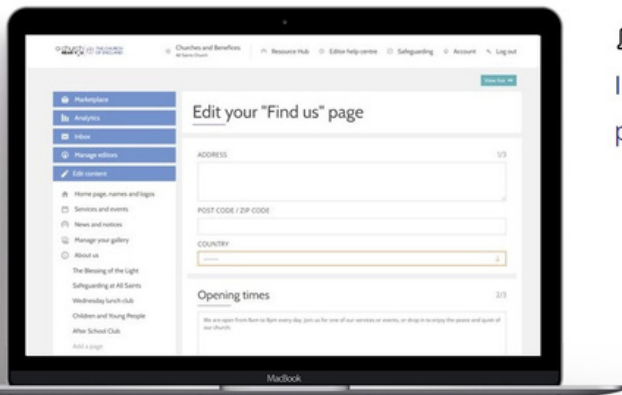
- Click on **News and notices**
- Click **Add New**
- Select either the **new stories** or **notice sheets** tab
- **News stories** are like blogs
- **Notice sheets** are where you can upload a notice sheet as a file

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Edit find us information



 Find us > Getting here

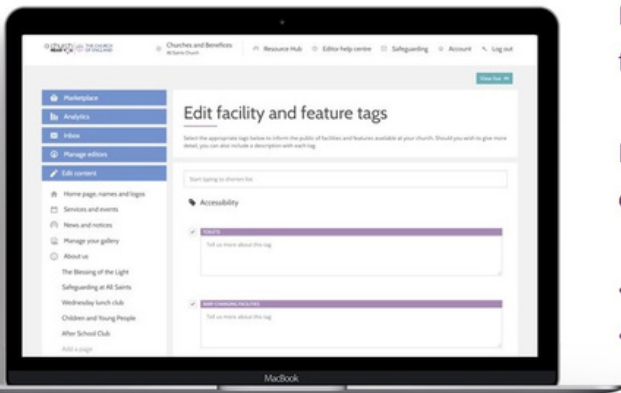
Include bus routes, train stations, car parks and access information

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Include your features and facilities



Features and facilities tags help people find what they are looking for

Example: A local church with a **ramped entrance**

- Tick the box beside every relevant tags
- Include more information, if applicable

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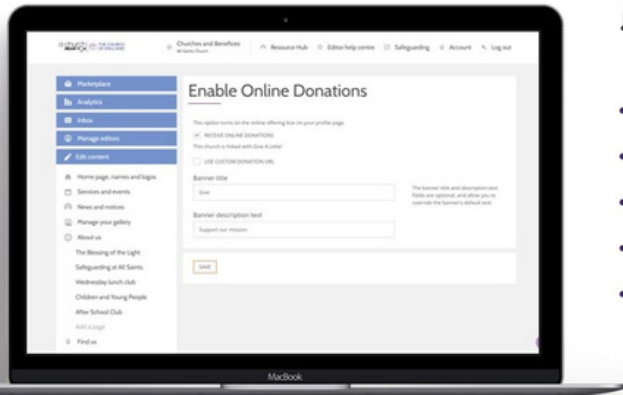


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Add a donate button

Marketplace

- Turn on **Online Giving**
- Press **Configure options**
- Fill in all the requested details
- Press **Save**
- The button will now appear on your homepage



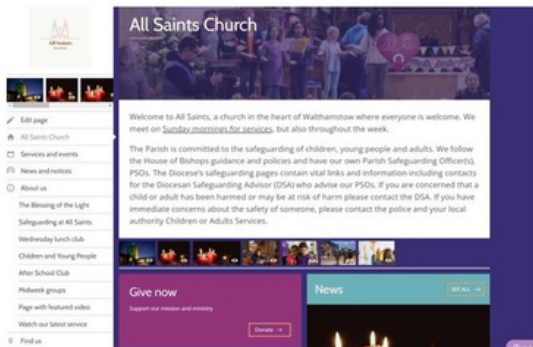
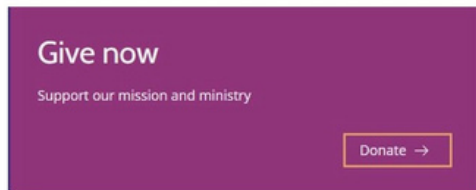
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Add a donate button

If you do not use Give A Little, your button will be similar to this:



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Add a donate button

If you use Give A Little, your button has more options:

Give to IMRPRINT

Support our ministry and mission

£5

£10

£20

£50

Other Amount

Just once →

Every month →

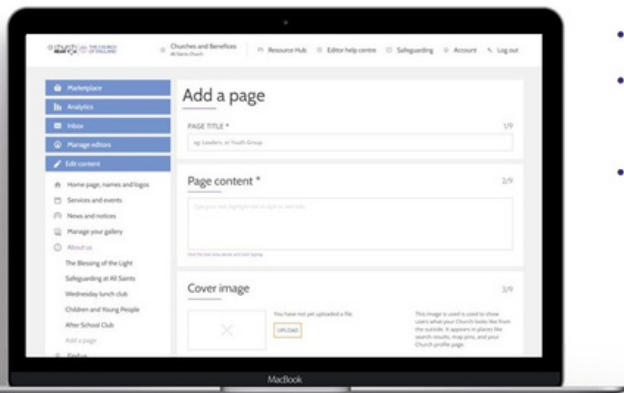
The screenshot shows the website for IMRPRINT Church London. The header includes navigation links: 'Churches and Benefices', 'Resource Hub', 'Editor help centre', 'Safeguarding', 'Account', and 'Log out'. The main content area features a large banner with the text 'IMRPRINT Church London THIS IS IMRPRINT'. Below the banner, there is a paragraph about the church's commitment to safeguarding children, young people, and adults. A sidebar on the left contains links to 'Edit page', 'IMRPRINT Church London', 'Services and events', 'News and notices', 'About us', 'Find us', 'Get in touch', 'Facilities', and 'More information'. At the bottom of the page, there is a 'Give to IMRPRINT' section with a form to support the ministry and mission, including a map of the church's location.

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Add a page



- Click on **Add a page**
- Add title, content, cover image and video URL
- Format the text by **highlighting** the text with the cursor and selecting an

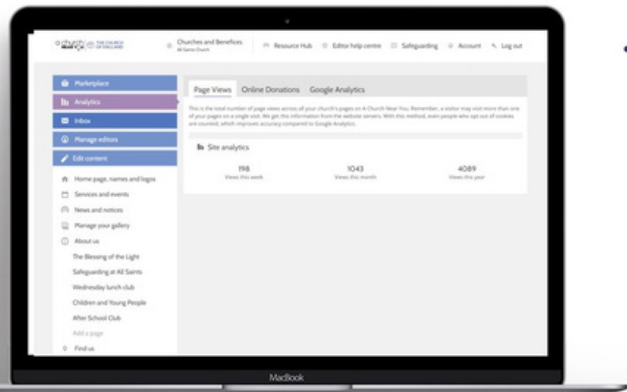


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Check site analytics



- Click on **Analytics**

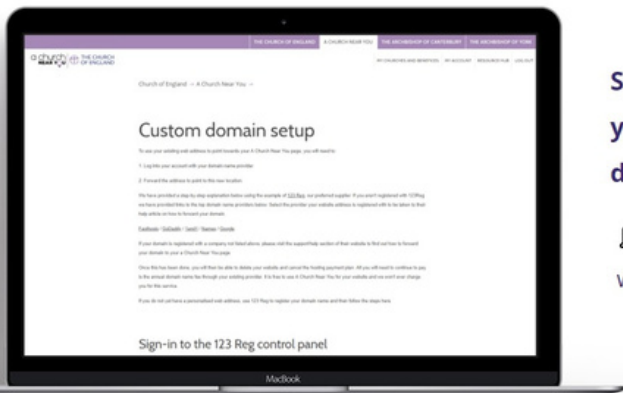
View **page views**, **online donations** and add a **google analytics** tracking code, if you wish

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Use your own domain name

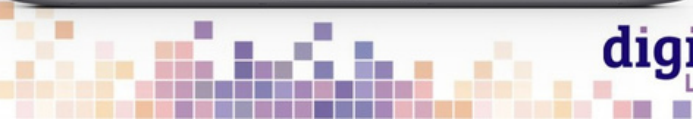


Set up your A Church Near You page as your main website by switching your domain



Custom domain set up

www.achurchnearyou.com/custom-domain



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a church
NEAR YOU



THE CHURCH
OF ENGLAND



Find an event happening right now, near you.

Use my current location

Start typing the place you're looking for, and select the correct option from the drop down list. By default, this box will try to use your current location.

Becoming an editor & Approving an editor

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Becoming an editor: Summary

Step 1: Register

Step 2: Request to edit a church

Step 3: Approval

When you become an approved editor for a church, you **AUTOMATICALLY** also get access to edit the corresponding **benefice site**.

You get an email at each step.

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Step 1 Register

The screenshot shows the Church of England website's navigation bar with links: 'Home', 'About us', 'What we do', 'Our members and staff', and 'Contact us'. Below the navigation bar, there's a section titled 'Find an event happening right now, near you.' with a search bar and a 'Find your location' button. To the right, there's a 'Log in' form with fields for 'EMAIL ADDRESS' and 'PASSWORD', and a 'Log in' button. Below the login form, there's a link: 'Don't have an account? Click here to register'. To the right of this link is a 'Register for an Editor account' form with fields for 'EMAIL ADDRESS*', 'FIRST NAME*', 'LAST NAME*', 'PASSWORD*', and 'PASSWORD CONFIRMATION*'. There's also a 'Remember me' checkbox and a 'Register' button at the bottom.

Go direct to the registration form:
achurchnearyou.com/accounts/signup/

Or to navigate to the registration form:

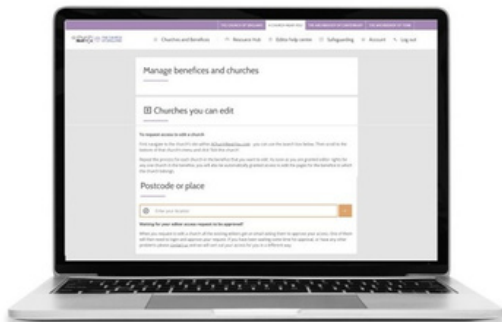
- Click 'Editor login' on the top menu
- Under the login form, click where it says 'click here to register'

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Step 2 Request to edit your church(es)



After you login for the first time, you will be taken to the '**My churches and benefices**' page automatically. If not, use this link: aChurchNearYou.com/my-churches/

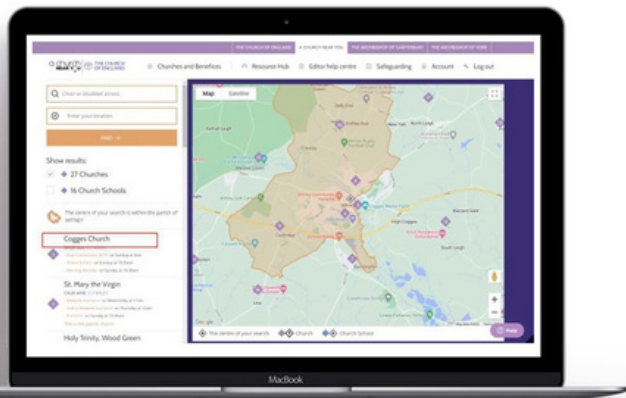
Search for a church location

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Step 2 Request to edit your church(es)



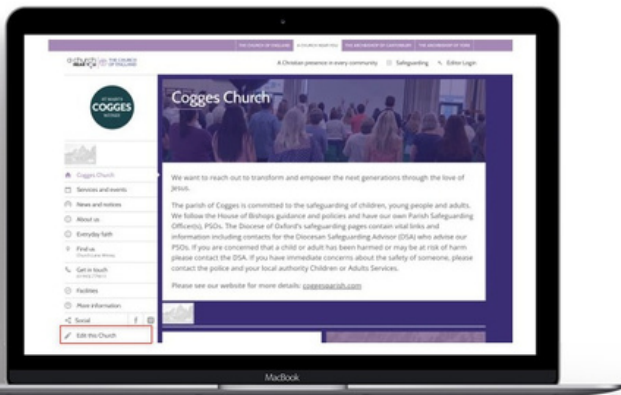
Select the church you want

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Step 2 Request to edit your church(es)



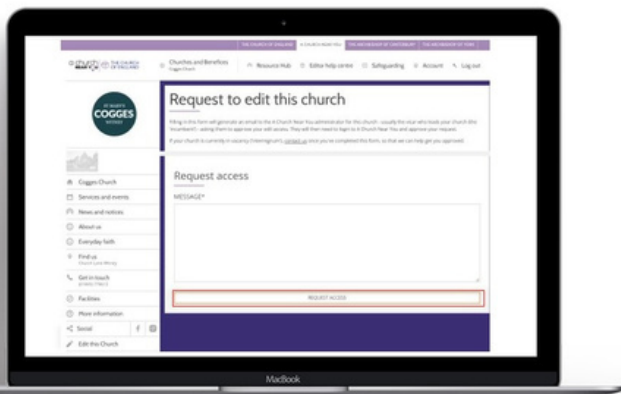
Choose '**Edit this church**' - it's at the very bottom of the church's menu

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Becoming an editor



Fill out the form that appears and select '**Request access**'

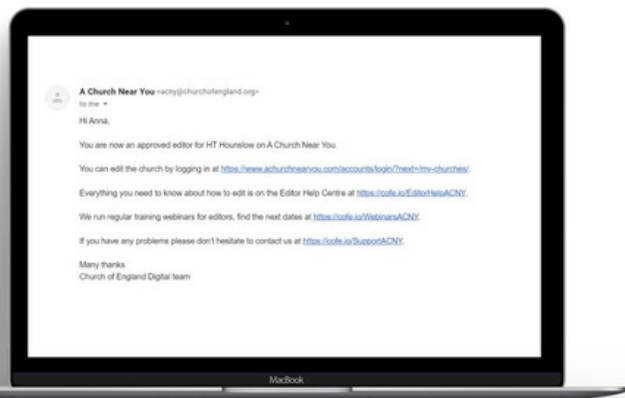
Repeat all of step 2 for each church you need access to.

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Step 3: Approval



Step 3: Approval

Existing editors get an email that asks them to approve you. *If you have a problem we are here to help you gain access via the Editor Help Centre.*

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Approving an editor: Summary

Please log in and approve editor for Holy Trinity



A Church Near You <noreply@achurchnearyou.com>
To:  Alessi Burnham  Rachel Roberts



Tue 06/06/2023 08:34

Naomi Ensor naomi.ensor@churchofengland.org has requested to become an editor for Holy Trinity on A Church Near You.

The person will not be able to edit your church until you approve them.

Please log into A Church Near You to approve or reject this request to become an editor

[illegible]

How to approve is explained at <https://eur01.safelinks.office.com/?url=https%3A%2F%2Fonlinenotepadapprover.com%2Fdata-05%2FC0197calessi.burnham%40cheshire.gov.uk>

If you are having trouble logging in, please get in touch at safe@nps.support

Many thanks
Church of England Digital team

Why am I getting this email?

This email is intended for the A Church Near You editor(s) of Holy Trinity. It is only the editor(s) who can approve or reject requests to become an editor.

If you are an existing editor and somebody requests to become a new editor, you will get an email asking you to approve their request.

Approving requests

achurchnearyou.com/church/XXX/manage-editors/

Church of England → Diocese of London → Holy Trinity Hounslow

- Marketplace
- Analytics
- Inbox
- Manage editors**
- Manage images
- Service register
- Edit content
- Homepage, names and logos
- Services and events
- News and notices
- About us
- Watch our latest service
- Add a page

Use this section to manage current editors of the church and accept / decline pending requests.

An existing editor/administrator of a church cannot add editors to the church, rather the potential editor should set up an account and request to edit the church(es). More information can be found [here](#).

Active users Pending requests

Safeguarding notice: Change non-essential users to 'Publisher' to revoke their access to the Inbox and ability to Manage Editors.

These people can edit this church

Rachel Roberts	rachel.roberts@churc...	Editor	↓	
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UPDATE

Marketplace

Analytics

Inbox

Manage editors

Manage images

Service register

Edit content

Homepage, names and logos

Services and events

News and notices

About us

Watch our latest service

To approve someone:

1. By the person's name it will say 'Pending'. Click the arrow next to that and select a role from the dropdown list. Different roles have different levels of permission and access. [About the roles](#).
2. Click the grey tick symbol at the end of the row. The whole line will go green to show you are about to approve the person's access.
3. Click the Update button at the bottom of the page to confirm.

To reject someone:

1. Click the grey cross symbol at the end of the row. The whole line will go red to show you are about to reject the person's access.
2. Click the Update button at the bottom of the page to confirm.

Active users

Pending requests

These people have requested access to edit this Church

① Rachel Taylor

rachel.clare.taylor@ho...

*I am a member of
the PCC and I would
like to help
maintain the pages*

Pending



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THE CHURCH
OF ENGLAND

Marketplace

Analytics

Inbox 1Manage editors 1

Manage images

Service register

Edit content

Homepage, names and logos

Services and events

News and notices

About us

Watch our latest service

Add a page

Find us

Get in touch

Facilities

To approve someone:

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1. Click the grey cross symbol at the end of the row. The whole line will go red to show you are about to reject the person's access.
2. Click the Update button at the bottom of the page to confirm.

Active users

Pending requests 1

These people have requested access to edit this Church

 Rachel Taylor

rachel.clare.taylor@ho...

I am a member of the PCC and I would like to help maintain the pages

Pending



Pending

Editor

Publisher


Champion



UPDATE

Approving requests

achurchnearyou.com/church/XXX/manage-editors/



Churches and Benefices
HT Hourslow

Resource HubEditor help centreSafeguardingAccountLog out

Church of England → Diocese of London → Holy Trinity Hounslow

MarketplaceAnalyticsInboxManage editorsEdit contentHomepage, names and logosServices and eventsNews and notices

Active usersPending requests 1

These people have requested access to edit this Church

① Rachel Taylor	rachel.clare.taylor@ho...	Please add me so I can do the services	Editor ↓	<div>⌚ⓧ</div>
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UPDATE

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Approving requests

achurchnearyou.com/church/XXX/manage-editors/

Church of England → Diocese of London → Holy Trinity Hounslow

Marketplace

Analytics

Inbox 2

Manage editors 1

Edit content

Homepage, names and logos

Services and events

News and notices

Active users

Pending requests 1

These people have requested access to edit this Church

④ Rachel Taylor	rachel.clare.taylor@ho...	Please add me so I can do the services	Editor ↓	⊕ ⊖
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UPDATE

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OF ENGLAND

Marketplace

Analytics

Inbox

Manage editors

Manage images

Service register

Edit content

Homepage, names and logos

Services and events

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About us

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Add a page

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Active users

Pending requests

Safeguarding notice: Change non-essential users to 'Publisher' to revoke their access to the Inbox and ability to Manage Editors.

These people can edit this church

 Rachel Roberts	rachel.roberts@churc...	Editor	↓	
 Rachel Taylor	rachel.clare.taylor@ho...	Editor	↓	

UPDATE

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CHURCH OF ENGLAND

a church
NEAR YOU



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New Features: Benefice Functionality

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Benefice features

- Benefice homepages
- List and manage services and events, news and notices and custom pages at benefice level, and choose which church site(s) they will also appear on
- Option to swap out 'benefice' language, to suit what you use locally
- Flexible options for linking to benefice sites from church sites

See: cofe.io/BeneficeFeaturesACNY



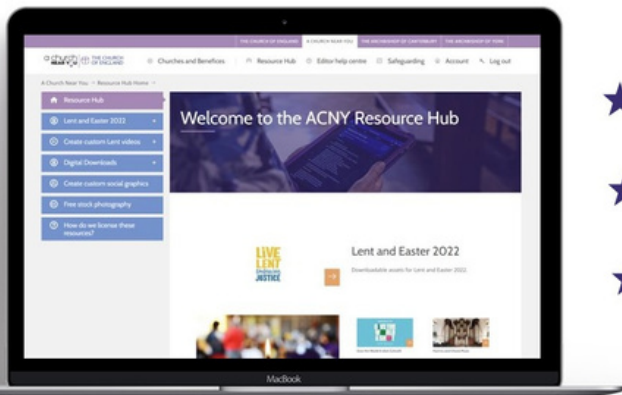
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Features to try out



- ★ Video and social media generator - *Resource Hub*
- ★ Benefice home page – *Click on Churches and benefices*
- ★ Free stock photography - *Resource Hub*

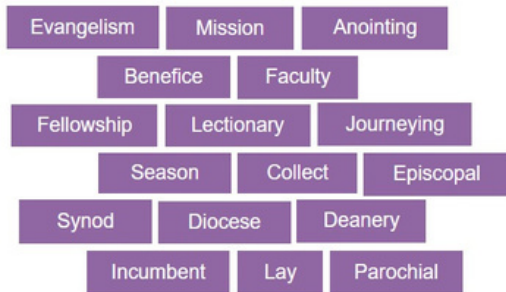
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Language and tone

Be welcoming and inclusive with language, using descriptions where necessary so that everyone feels included and welcome in the church community.



Jargon

Words which may make sense to us, but without explanation, can be jargon to those unfamiliar with Christianity or Anglicanism



Welcoming language

Avoid phrases which may portray an

'us' and 'them' tone, such as:

- 'Join us...'
- 'If you are new...'
- 'Speak to Dave for more info'

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Useful tools – Photography and design

www.canva.com

www.spark.adobe.com

www.unsplash.com

www.pixabay.com

www.pexels.com

www.freepik.com

achurchnearyou.com/hub



**Design anything.
Publish anywhere.**

Create an account, it's free. Canva is loved by beginners and experts, teams and individuals.

Sign up with Facebook

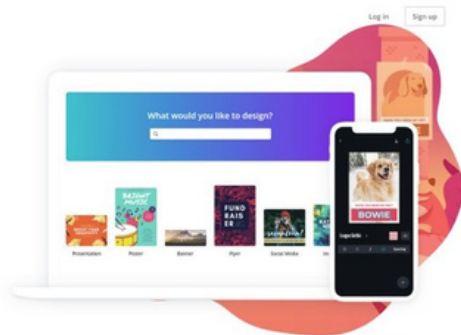
Sign up with Google

OR

Sign up with email

By signing up, you agree to Canva's [Terms of Use](#) and [Privacy Policy](#).

Already signed up? [Log in](#)



English (US)

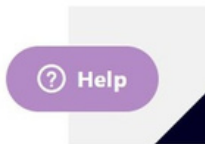
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OF ENGLAND

Ways to access help articles

Click on the floating help button at any time



Click 'Editor help centre' in the top menu



Go to cofe.io/EditorHelpACNY



How to contact us for more support

From the Editor help centre click 'Submit a request'

Or go straight to the help form with this link: cofe.io/SupportACNY



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